UNION JOB DESCRIPTION

JD447

JOB TITLE:	Equipment Aide - Nursing	**JOB DESCRIPTION NO.:**	40178
CLASSIFICATION:	Nursing Assistant I ; Stores Attendant II	**GRID/PAY LEVEL:**	F 22
COLLECTIVE AGREEMENT:	Facilities Subsector	**HSCIS NO.:**	15301; 17002
UNION:	HEU	**JOB/CLASS CODE:**	40178
PROGRAM/DEPARTMENT:	Labour & Delivery	**BENCHMARKS (If Applicable):**	15301; 17002
REPORTING TO:	Nurse Manager or delegate		
FACILITY/SITE:	Victoria General Hospital		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient & staff safety is a priority and a responsibility shared by everyone at VIHA; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Nurse Manager or delegate, stocks supplies, prepares equipment and supplies, cleans equipment and rooms, and assists with transportation of patients in Labour and Delivery Rooms, Labour and Delivery Operating Rooms, and Antepartum Units.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Provides personal care to patients such as assisting the patient with toilet needs and changing bed.
2. Assists patients with meals by serving and collecting meal trays.
3. Ensures that stocked case carts and exchange carts are placed in appropriate areas in the Unit.
4. Assists Registered Nurse with specialized carts for restocking and cleaning and with ordering special supplies.
5. Empties supply carts and stores supplies.
6. Returns all used carts including linen, garbage, stainless steel, and used anaesthetic equipment to specified location within the Unit for pick-up.
7. Cleans and restocks special labour/delivery room equipment.
8. Checks supplies from C.S.D. and special LDR equipment.
9. Reports equipment malfunction to head nurse or delegate.
10. Maintains work areas, storage areas, and equipment in a safe, clean, and tidy state by cleaning on a routine basis. Makes up beds as required.
11. Assists Registered Nurse with the transfer and transport of patients.
12. Performs related clerical duties such as typing, answering the telephone and ordering supplies through stores.
13. Prepares soiled carts for return to the Central Supply Department.
14. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade ten, graduation from a recognized Nursing Assistant Program or an equivalent combination of education, training, and experience. Registered with the BC Care Aide registry.

Skills And Abilities

- Ability to organize work.
- Ability to operate related equipment.
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.